



***NASA DESK GUIDE***

***ON***

***HIRING AUTHORITIES***

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***Revised July 1999***

# **NASA DESK GUIDE ON HIRING AUTHORITIES**

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## **Section 1**

### **Matrix Charts**

This section contains charts which highlight general hiring authorities available within NASA by major occupational categories and grade levels. Where differences exist among installations and/or there are grade level limitations for a particular authority, details are footnoted at the bottom of that chart.

The following charts are included in this section:

- ◆ **Professional Positions**
- ◆ **Administrative Positions**
- ◆ **Clerical/Technical Positions**
- ◆ **Wage Grade Positions**

## PROFESSIONAL POSITIONS

- Numbers subscripted in the headings below correspond to the numbered descriptions of those authorities in Section 2.
- Sample position titles or groups of positions are included in the charts below; professional positions not listed below are covered by NASA's delegation agreement, OPM examining and hiring authorities common to all listed positions.

GS-5/7	Direct-Hire <sub>1</sub>	Delegated Examining <sub>2</sub>	OPM Examining <sub>3</sub>	Outstanding Scholar <sub>4</sub>	Bilingual/Bicultural <sub>5</sub>	VRA <sub>6</sub>	Student Programs <sub>7</sub>
AST Positions	X(a)	X	X(c)			X	X
Non-AST Engineers		X	X(c)			X	X
Accountants		X	X(c)			X	X

GS-9/15	Direct-Hire <sub>1</sub>	Delegated Examining <sub>2</sub>	OPM Examining <sub>3</sub>	Outstanding Scholar <sub>4</sub>	Bilingual/Bicultural <sub>5</sub>	VRA <sub>6</sub>	Student Programs <sub>7</sub>
AST Positions	X(a)	X	X(c)			X(b)	X(b)
Non-AST Engineers		X	X(c)			X(b)	X(b)
Accountants		X	X(c)			X(b)	X(b)

### FOOTNOTES

- See description of Direct Hire in Section 2 for positions covered by this authority
- To GS-11 level only
- OPM will perform examining, if requested, on a 'fee for service' basis

## ADMINISTRATIVE POSITIONS

- Numbers subscripted in the headings below correspond to the numbered descriptions of those authorities in Section 2.
- Sample position titles are included in charts below; administrative positions not listed below are covered by the hiring authority common to all listed positions.

GS-5/7	Direct-Hire <sub>1</sub>	Delegated Examining <sub>2</sub>	OPM Examining <sub>3</sub>	Outstanding Scholar <sub>4</sub>	Bilingual/Bicultural <sub>5</sub>	VRA <sub>6</sub>	Student Programs <sub>7</sub>
Contract Specialist		X(a)	X(b)	X	X	X	X
Resource/Budget Analyst		X(a)	X(b)	X	X	X	X
Mgmt/Program Analyst		X(a)	X(b)	X	X	X	X
Computer Specialist		X(a)	X(b)	X	X	X	X
Personnel Specialist		X(a)	X(b)	X	X	X	X

GS-9/15	Direct-Hire <sub>1</sub>	Delegated Examining <sub>2</sub>	OPM Examining <sub>3</sub>	Outstanding Scholar <sub>4</sub>	Bilingual/Bicultural <sub>5</sub>	VRA <sub>6</sub>	Student Programs <sub>7</sub>
Contract Specialist		X	X(c)			X(d)	X(e)
Resource/Budget Analyst		X	X(c)			X(d)	X(e)
Mgmt/Program Analyst		X	X(c)			X(d)	X(e)
Computer Specialist		X	X(c)			X(d)	X(e)
Personnel Specialist		X	X(c)			X(d)	X(e)

### FOOTNOTES

- a. Selection requires OPM Administrative Careers w/America (ACWA) exam
- b. Filled via ACWA exam and the Microcomputer Assisted Rating Schedule (MARS)
- c. OPM will perform examining, if requested, on a 'fee for service' basis
- d. Applies up to GS-11 only
- e. Applies up to GS-9 (Graduate Co-ops)

### CLERICAL/TECHNICIAN

- Numbers subscripted in the headings below correspond to the numbered descriptions of those authorities in Section 2.
- Sample position titles or groups of positions are included in the charts below; clerical/technical positions not listed below are covered by the hiring authorities common to all listed positions.

GS-2/4	Direct-Hire <sub>1</sub>	Delegated Examining <sub>2</sub>	OPM Examining <sub>3</sub>	Outstanding Scholar <sub>4</sub>	Bilingual/Bicultural <sub>5</sub>	VRA <sub>6</sub>	Student Programs <sub>7</sub>
Clerk/Clerk Typist		X(a)	X			X(a)	X
Misc. Clerks		X(a)	X			X(a)	X
Engineering/Aid Technician		X(a)	X			X(a)	X

GS-5/6	Direct-Hire <sub>1</sub>	Delegated Examining <sub>2</sub>	OPM Examining <sub>3</sub>	Outstanding Scholar <sub>4</sub>	Bilingual/Bicultural <sub>5</sub>	VRA <sub>6</sub>	Student Programs <sub>7</sub>
Secretary (AO)		X	X(b)			X	X
Misc. Assistants		X	X(b)			X	X
Engineering Technician		X	X(b)			X	X

GS-7 & Above	Direct-Hire <sub>1</sub>	Delegated Examining <sub>2</sub>	OPM Examining <sub>3</sub>	Outstanding Scholar <sub>4</sub>	Bilingual/Bicultural <sub>5</sub>	VRA <sub>6</sub>	Student Programs <sub>7</sub>
Secretary (OA)		X	X(b)			X(c)	
Misc. Assistants		X	X(b)			X(c)	
Engineering Technician		X	X(b)			X(c)	

#### FOOTNOTES

- a. Requires OPM exam
- b. OPM will perform examining, if requested, on a 'fee for service' basis
- c. Up to the GS-11

## WAGE GRADE POSITIONS

- Numbers subscripted in the headings below correspond to the numbered descriptions of those authorities in Section 2.
- Sample position titles are included in the charts below; positions not listed are covered by NASA's delegation agreement.

All Grades	Direct-Hire <sub>1</sub>	Delegated Examining <sub>2</sub>	OPM Examining <sub>3</sub>	Outstanding Scholar <sub>4</sub>	Bilingual/Bicultural <sub>5</sub>	VRA <sub>6</sub>	Student Programs <sub>7</sub>
Wind Tunnel Mechanic		X	X(b)			X(a)	X
Aircraft Mechanic		X	X(b)			X(a)	X
Model Maker		X	X(b)			X(a)	X
Research Lab Mechanic		X	X(b)			X(a)	X
High Voltage Electrician		X	X(b)			X(a)	X
Boiler Plant Operator		X	X(b)			X(a)	X
Elec./Meas. Equip. Mechanic		X	X(b)			X(a)	X
Gasdynamic Fac. Mechanic		X	X(b)			X(a)	X

### FOOTNOTES

- a. Up to WG-11 levels only
- b. OPM will perform examining, if requested, on a 'fee for service' basis



## Section 2

### Hiring Authority Summaries

This section contains summaries of hiring authorities available to NASA installations. The summaries describe applicant requirements and provide some processing information needed to use the authority. Additional information can be found in the Code of Federal Regulations.

- Preface
- 1. Direct Hire
- 2. Delegated Examining
- 3. OPM Registers
- 4. Outstanding Scholar Program
- 5. Bilingual/Bicultural Program
- 6. Veterans Authorities
- 7. Student Programs
- 8. Presidential Management Intern Program
- 9. Merit Promotion
- 10. Reinstatement
- 11. Transfer
- 12. Status Quo
- 13. Special Authorities
- 14. Experts and Consultants
- 15. Faculty Appointments
- 16. Hiring Authorities for People with Disabilities
- 17. Readers and Interpreters
- 18. Special Executive Development Positions
- 19. Former SES

## Preface

The NASA Career Transition Assistance Program (CTAP) and the Interagency Career Transition Assistance Program (ICTAP) are placement assistance programs for employees who will be displaced or have been separated from their Federal jobs as a result of reduction in force, compensable on-the-job injury, discontinued service retirement, or disability retirements. Procedures and guidelines for NASA's CTAP are detailed in the NPG, subject: Career Transition Assistance Program. The CTAP is regulated at 5 CFR, Chapter 330, Subpart F, and the ICTAP is regulated at Subpart G of the same chapter. Refer to Section 3, Questions and Answers, for additional information regarding these programs.

The filling of any vacancy requires that consideration be granted to employees who will be displaced or have been separated from their jobs. Prior to recruiting, priority consideration must be granted to qualified individuals on the agency's reemployment priority list (RPL). If there are no RPL eligibles the vacancy must be announced, clearly providing information for CTAP and ICTAP candidates. CTAP candidates receive priority over ICTAP candidates. For ICTAP, vacancy announcements must be listed with OPM's automated employment information system, and candidates must apply for consideration. Well qualified ICTAP candidates may NOT be nonselected in order to select a candidate who is not eligible for ICTAP.

## 1. DIRECT HIRE:

**General Definition:** Direct hire is a hiring mechanism available for agencies to use in filling positions for which there is a shortage of applicants. Under the current delegation agreement, NASA-1, the agency may determine which occupations have a shortage of well-qualified applicants and determine when direct hire is applicable. In 1985, OPM granted a direct hire authority for AST positions based on a shortage of well-qualified applicants. We have been able to document this shortage for over 10 years, and we continue to support AST direct hire due to these shortage conditions. Candidates are recruited through announcements which cover single or multiple positions. Qualifications are determined by agency personnel who have been certified as Delegated Examining Staff members. RPL, CTAP, and ICTAP provisions apply.

## Positions Covered:

**AST (NASA-Specific, applicable to all installations):** Basic requirement is a bachelor's or higher degree in an appropriate field of science, engineering (not engineering technology), mathematics or computer science. Installations do not need to issue a job-specific vacancy announcement. Limited rating is required if more than 3 applicants or a veteran applies and is found to be at least minimally qualified. Rule of three and veterans' preference apply. A good reference document is NASA's "Rating Schedules for Aerospace Technology positions, dated March 15, 1982 (as revised)." (NASA Authority: OPM Letter to NASA dated August 30, 1990)

Covered positions include:

General Engineer, GS-801	Aerospace Engineer, GS-861
Safety Engineer, GS-803	General Physical Scientist, GS-1301
Materials Engineer, GS-806	Physicist, GS-1310
Mechanical Engineer, GS-830	Astronomer/Space Scientist, GS-1330
Electronics Engineer, GS-850	Mathematician, GS-1520
Computer Engineer, GS-854	Computer Scientist, GS-1550
Electrical Engineer, GS-855	Medical Officer, GS-602

**2. Delegated Examining:**

**General Definition:** An authority issued by OPM permitting agencies to recruit and select candidates from outside the government. On August 22, 1996, NASA was delegated examining authority which covers all series and grade levels which NASA fills. This agreement not only delegated all examining authority to NASA, but also allows an installation to hire, using direct hire procedures, whenever a position is determined to have a shortage of well qualified candidates (Delegation Agreement Number NASA-1 dtd August 20, 1996). Installations are responsible for issuing announcements, recruiting, examining, rating, ranking, and referring the top candidates to selecting officials. Veterans' preference and rule of 3 apply. For clerical positions (GS-2/4) and ACWA positions, an OPM examination is required. (OPM may administer the clerical examination, or agencies may purchase and administer OPM's clerical examination). RPL, CTAP, and ICTAP provisions apply. Refer to the OPM "Delegated Examining Operations Handbook" for guidance ([www.opm.gov/deu](http://www.opm.gov/deu)).

**3. OPM Examining:** OPM recruits for agencies using broad announcements which cover generic occupations or more specific announcements targeted to specialized needs. OPM determines qualifications, performs rating and ranking and lists qualified applicants in score order on a "register of eligibles." OPM is transitioning to a fully automated examining approach using their Microcomputer Assisted Rating System (MARS). Agencies provide a request to OPM to fill particular positions, along with specific job information, and OPM provides examining services and issues a referral list of eligible candidates in score order. Veterans' preference and rule of three apply.

**ACWA (Administrative Careers With America):** Hiring mechanism which covers most administrative/professional positions at GS-5/7 grade levels. OPM's service centers recruit for agencies on a case by case basis, using their MARS system, previously established rating criteria, and agency specific qualifications information. A written test can be administered, but is not required. Candidates are referred in score order, based on veteran's preference and rule of three.

**Written Examination for Clerical Positions:** OPM administers a written examination for clerical positions, GS-2/4. Agencies may either purchase the examination from OPM or pay OPM to administer the examination, using a procurement contract, if necessary. Note that the written examination is optional for temporary clerical positions.

**4. Outstanding Scholar Program:** Pertains to administrative occupations at GS-5/7 levels, applicants must be college graduates with GPA of 3.5 or above (rounding is permitted) or graduated in the upper 10% of their class. (Luevano Consent Decree)

**5. Bilingual/Bicultural Program:** This authority may be used if public interaction or job performance would be enhanced by an applicant's proficiency in Spanish language or knowledge of Hispanic culture. Applicants must have an eligible rating in the appropriate OPM examination. (Luevano Consent Decree)

#### **6. Veterans Authorities:**

**Veterans Readjustment Appointments (VRA):** Applicable up to GS-11 or WG-11. Authorizes agencies to directly hire any veteran who served for a period of more than 180 days active duty, all or part of which occurred after August 4, 1964, and received other than a dishonorable discharge. See regulation for period of eligibility and additional veterans eligible under this authority. (Covers any occupation for which applicant qualifies; initially hired on a two-year excepted appointment with noncompetitive conversion to a competitive appointment). Veterans' preference applies. (5 CFR 307 and 5 CFR 315.705)

**30% Compensable Veteran Appointments:** Temporary appointment (not limited to 60 days or less) of any 30% or more compensable veteran to any grade/occupation for which qualified, with conversion to permanent appointment at any time during the temporary appointment. (5 CFR 316.402(b)(5) and 315.707)

**Disabled Veteran who completes prescribed training:** Non-competitive appointment and conversion of disabled veteran clients of the Veterans Administration. Must have completed a pre-described training program. (5 CFR 315.604)

**Job Ready Disabled Veterans Connection (JRDBC):** OPM automated application system which enables agencies to quickly request a referral list of registered veterans with serviceconnected disabilities of 20 to 100%. These veterans may be hired through noncompetitive procedures such as VRA or the 30% Compensable Veteran authority.

**Non-Status Veterans selected for a CPP announcement may be appointed under Sch B 213.3202 (n).**

## 7. Student Programs:

**Work-Study component** (formerly Co-op, Federal Junior Fellowship, etc.): Agencies define specific program criteria and may appoint students into the program on a full-time or part-time basis at any time during the year. Students must be enrolled in at least a half-time academic course load in an accredited school. Work must be related to the student's academic field of study. Programs may be defined which require certain financial need criteria. Students may be converted to career or career-conditional appointment, or a term appointment, upon completion of specific criteria. (5 CFR 213.3202(b))

Students converted to term appointments may be converted to a career or career-conditional appointment at any time prior to the expiration of their term appointment.

**Temporary Student component:** Agencies define specific program criteria and may appoint students into the program on a full-time, part-time, or intermittent basis at any time during the year. Students must be enrolled in at least a half-time academic course load in an accredited school. May appoint students in 1 year increments to jobs that may or may not be related to the student's academic field of study. Ineligible for conversion to career or career-conditional appointment; however, may be converted to the work-study component if they meet criteria for that program. (5 CFR 213.3202(a))

**SHARP (Summer High School Apprenticeship Research Program):** A NASA-specific student program which provides an opportunity for high school students to participate in an intensive science and engineering apprenticeship program. Students are selected under the temporary student authority and may later be converted to the work-study component. Its focus is toward underrepresented minorities. Applicants must be at least 16 years old, live within the commuting distance of a NASA center, and demonstrate a strong interest in and aptitude for a career in math, engineering, and/or the sciences.

**8. Presidential Management Intern Program:** A Nationwide competition for MPA/MBA graduates who have been recommended for the program by their schools. Appointments are made at GS-9 or 11 and cannot exceed 2 years unless OPM approves. May convert to career-conditional appointment after 2 years satisfactory service as a Presidential Management Intern. (5 CFR 213.3102(ii) and 315.708)

**9. Merit Promotion:** A method to recruit current or former Federal employees having civil service status. Non status veterans are eligible for consideration if the area of consideration specified on the announcement is greater than NASA-wide. Recruitment can be as narrow as an organization within an installation or as broad as encompassing all Federal agencies and reinstatement eligibles. Installations issue vacancy announcements, rate and rank applicants, and refer the top candidates to selecting officials. OPM must be notified when vacancy announcements are open to candidates outside the Agency. Applicants must meet qualifications and other requirements for the position. See NASA Competitive Placement Plan (NHB 3335.1C) and your installation's bargaining unit supplement, if applicable, for more information.

**Upward Mobility:** A career development program using internal recruitment to fill paraprofessional, technical, or administrative positions at the trainee level. Normal qualification requirements can be waived. Selectees enter an intensive training period and are eligible for accelerated promotion after six months with successful completion of the individual development plan. Applicants must be in grade levels below GS-9 or equivalent and be in jobs which have career potential below GS-9. Information on how to advertise one of these positions can be found in NASA's Upward Mobility Program Handbook, NHB 3410.5B.

**10. Reinstatement:** An authority available to hire applicants with previous civil service employment under career or career-conditional appointments. Currently there is a 3-year limitation for reinstatement eligibility for individuals who did not obtain career status and are non-veterans. Applicants need not compete under merit promotion procedures if they are reinstated at the same or lower grade than a grade previously held. Otherwise, competition is required. (5 CFR 315.401) RPL, CTAP, and ICTAP provisions apply.

**11. Transfer:** The movement of a career or career-conditional employee of one agency to another agency when there is no break in service of one workday. Must compete under a vacancy announcement if grade or promotion potential of position is higher than grade previously or currently held. (5 CFR 315.501) RPL, CTAP, and ICTAP provisions apply.

**12. Status Quo:** Authority delegated to agencies to bring specific units of excepted or contractor positions into the competitive service along with the incumbent(s). Incumbents are retained as status quo employees and may be converted to career/career-conditional appointments within 6 months following date the positions were brought into competitive service or may be retained as status quo for up to 3 years at which time they will be converted or separated. (See NASA/OPM Delegation Agreement, dated February 25, 1991; 5 CFR 316.701, 316.702, and 315.701).

**13. Special Authorities:** A variety of special non-competitive hiring authorities have been issued over the years to cover unusual employment situations and/or different Federal employment systems. While the use of these may be rare, they do offer added hiring flexibilities. No attempt has been made to cover all special authorities here, and some have been consolidated in order to simplify this Section. Installations are encouraged to consult the Code of Federal Regulations for details on these and other special authorities not listed. RPL, CTAP, and ICTAP provisions apply.

**Based on OPM agreements:** These agreements authorize certain employees from covered organizations to compete for movement into the competitive service. Movement is similar to the transfer authority described above. Covered organizations include: Certain Nonappropriated Fund employees, Defense Nuclear Facilities Safety Board, Nuclear Regulatory Commission, Tennessee Valley Authority (salary policy positions--not trades and labor positions), certain Department of Veterans Affairs organizations (38 USC 4104(1)), and Civilian Intelligence Personnel Management System (DoD)(10 USC 81). (CS Rule 6.7)

**Based on Legislative, Judicial, or White House service:** Must have served specified lengths of time in the legislative or judicial branch or in the White House and lost their jobs without prejudice. Must meet qualifications and be appointed within 1 year of separation from legislative or judicial branch. White House employees must not have a break in service of more than 1 day. (5 USC 3304(c), Ramspeck Act, 5 CFR 315.602) (NOTE: Unless amended, the Ramspeck authority will terminate effective December 19, 1997)

**Based on employment with the District of Columbia:** Applicable to certain employees who served in the DC Government prior to January 1, 1980 on competitive appointments. These employees would be hired as reinstatement eligibles. (PL 93-198)

**Based on employment with the Foreign Service:** Covers certain current and former employees of the Foreign Service. Must meet qualifications and a variety of other criteria. (5 CFR 315.606)

**Based on employment with the Postal Service:** Must have served in the Postal Career Service or the Postal Rate Commission, must meet qualifications and other specific criteria. (FPM 315, 6-9 and 6-10, 39 U.S.C. 1006)

**Based on Peace Corps or ACTION service:** Must have served in Peace Corps, ACTION or VISTA, be qualified for the position, and meet other specific criteria. (5 CFR 315.607 and 315.605)

**Based on General Accounting Office (GAO) service:** Must have completed 1 year of service with GAO under a nontemporary appointment and meet qualifications. (PL 96-191)

**Based on overseas employment:** Must have 52 weeks of creditable overseas service, accompanied a family member to the overseas area, meet position qualifications, have fully successful or better performance ratings for the period of overseas employment, and meet other specific criteria. (5 CFR 315.608)

**14. Expert and Consultant Appointments:** Paid or non-paid, excepted appointment of "experts," persons with excellent qualifications and a high degree of attainment in a professional, scientific, technical, or other field; or "consultants," persons with a high degree of broad administrative, professional, or technical knowledge or experience who serve primarily as an adviser providing views or opinions on problems and questions. Appointments must be for an intermittent or temporary period. (5 U.S.C. 3109)

**15. Faculty appointments:** Excepted appointment to positions of a scientific, professional, or analytical nature. Applicants must be bona fide members of the faculty of an accredited college or university and have special qualifications for the position. Appointments can not exceed 130 work days a year. Does not permit conversion to competitive status. (5 CFR 213.3102(o))



**16. Hiring Authorities for People with Disabilities:**

**Mentally retarded:** Applicants must be evaluated by the State Vocational Rehabilitation Agency and certified as mentally retarded. Excepted appointment which may be converted to competitive after 2 years of satisfactory service and meeting any other specific requirements. (5 CFR 213.3102(t), 315.709)

**Severely disabled:** Applicants must have a severe physical disability. Excepted appointment which may be converted to competitive after 2 years satisfactory service and meeting any additional requirements. (5 CFR 213.3102(u), 315.709)

**Mentally restored:** Applicants must be certified by State Vocational counselor or VA psychologist or psychiatrist that they meet the severe disadvantage criteria as discussed in regulation, and that they are capable of functioning in the position. Appointment is for no more than 2 years and does not permit conversion to career or career-conditional. (5 CFR 213.3202(k))

**17. Readers and Interpreters:** Applicants must have 1 year of general clerical experience or successful completion of 1 year of academic study above high school. Ability to read and communicate in finger spelling or sign language. Does not permit conversion to career or career-conditional appointment. (5 CFR 213.3102(11))

**18. Special Executive Development positions:** For positions established in connection with Senior Executive Service candidate development programs which have been approved by OPM. Not to exceed 3 years. (5 CFR 213.3202(j))

**19. Former SES:** For positions at GS-15 and above, candidates must have completed SES probationary period, been removed from the SES, and be entitled to placement in another civil service position under 5 U.S.C. 3594(a). (5 CFR 213.3202(m))

## *Questions and Answers*

*(Everything you ever wanted to know about hiring  
authorities and weren't afraid to ask.)*

## QUESTIONS & ANSWERS

### **VETERANS' PREFERENCE:**

**1. Does veterans' preference and rule of 3 apply to VRA?** Yes, if multiple VRA candidates are being considered for a position, you cannot pass over a compensable veteran or other veterans' preference eligible in order to select a non-preference VRA eligible.

**2. What is veterans' preference and rule of 3?** Preference is given to veterans, as defined in 5 USC 2108, in competitive examinations, in appointments to positions, and in retention during a reduction in force. In examinations, veterans preference eligibles receive 5 or 10 points, as appropriate, added to their scores, and are entered on the register in order of these augmented scores and ahead of others having the same scores. Veterans having a service-connected disability rated at 10% or more are entered at the top of the register in score order unless the register is for a professional or scientific position, GS-9 or above. (5 CFR 332.401) The "Rule of Three" refers to the process agency hiring officials must use in choosing from among the top 3 applicants referred to them on a certificate of eligibles. This explains why a person lower on the certificate may be hired over a higher ranking person. When a veteran(s) is included in the 3, the hiring official generally may not pass over a veteran to reach a lower ranking non-veteran. (5 CFR 332.402)

**3. Does veterans' preference apply to student programs?** Application of veterans' preference is not required, but agencies should follow the principles of veterans' preference as far as administratively feasible. If requested, qualified, available preference eligibles should be notified of the reasons for their non-selection. (5 CFR 302.101)

**4. Is it necessary to consider VRA's in preference order?** Yes, compensable veterans and preference eligibles have priority over non-preference eligibles.

### **OUTSTANDING SCHOLARS:**

**5. Does the outstanding scholar authority apply to undergraduate degrees only?** Yes. Based on the definition of outstanding scholar in the Luevano Consent decree, eligibility for an outstanding scholar appointment is based on the undergraduate grade point average only.

**6. Can you use the Outstanding Scholar Program to make temporary or term appointments?** OPM has determined that using temporary appointments is not consistent with the program's intent. However, an agency may make a term appointment using the Outstanding Scholar authority.

- 7. Can I use the Outstanding Scholar Program to hire an Accountant?** No. Accountant positions are not covered under the Luevano Decree's Outstanding Scholar Program.
- 8. Can you make an outstanding scholar appointment without regard to CTAP/ICTAP candidates?** No, any vacancy filled requires that priority be granted.

### **DIRECT HIRE:**

- 9. Can installations determine that a shortage exists and, therefore, apply direct hire procedures?** Yes, the current delegation agreement gives NASA the authority to determine that a shortage exists in various occupational categories and when it is appropriate to apply direct hire authority.

### **DUAL ANNOUNCEMENTS:**

- 10. Can the same announcement be used to fill a position under both delegated examining and merit promotion?** Yes, the same announcement may be used to fill a position under both delegated examining and merit promotion. However, vacancy announcements need to be very clear regarding applicant responsibilities. The applicant needs to know if it is necessary to submit an application for each, delegated examining and merit promotion, or to submit only one application for both authorities.

### **CTAP/ICTAP:**

- 11. What RPL/CTAP/ICTAP policies and procedures need to be applied when recruiting for position vacancies?** All policy procedures and guidelines are detailed in the NPG, subject: NASA Career Transition Assistance Program.

The filling of any vacancy requires that consideration be granted to employees who will be displaced or have been separated from their jobs. Prior to recruiting, priority consideration must be granted to qualified individuals on the agency's reemployment priority list (RPL). If there are no RPL eligibles the vacancy must be announced, clearly providing information for CTAP and ICTAP candidates. CTAP candidates receive priority over ICTAP candidates. For ICTAP, vacancy announcements must be listed with OPM's automated employment information system, and candidates must apply for consideration. Eligible ICTAP candidates may NOT be nonselected in order to select a noneligible ICTAP candidate.

- 12. Can anyone be hired as an exception to CTAP and ICTAP provisions?** Yes, 10 point veterans appointments, temporary appointments of under 90 days, and excepted service appointments may be excluded from these provisions.
- 13. Is it necessary to clear the CTAP/ICTAP prior to filling an AST position?** Yes. Each time you fill a position using the AST direct hire authority, there must be no available well-qualified candidates from these sources.

### **TEMPORARY/TERM APPOINTMENTS:**

**14. Can a VRA appointment be made on a term basis?** No, a VRA eligible can be selected non-competitively for a competitive service, term appointment, based on their VRA eligibility. However, the appointment itself is not considered a VRA appointment.

**15. Can an excepted appointment be made on a temporary limited or term basis?** No. The 'temporary limited' and term authorities are only relevant for competitive service appointments. Excepted service appointments, however, can be filled on an 'Appointment NTE' for any period of time (within reason). (i.e. there is not a <1 year restriction on appointments NTE in the excepted service.)

**16. How do I hire a temporary employee?** Generally, you may hire a temporary employee using any competitive authorities you have for permanent appointments. You may also use applicant supply file procedures to fill temporary positions. (5 CFR 316)

### **MISCELLANEOUS:**

**17. ADVERTISE:** **Can I advertise a vacancy in the newspaper?** Yes. Installation directors and their designees have been delegated the authority to approve paid advertising for recruiting purposes under certain conditions. (NASA Supplement S-332-4)

**18. FOREIGN DEGREE:** **Can I hire a candidate with a foreign degree?** Yes, but the degree must be evaluated to determine if it's equivalent to a degree from an accredited U.S. college or university. Applicants must have their educational credentials evaluated by one of several sources. (Qualification Standards Handbook)

**19. FTE:** **Are there currently any hiring authorities which are FTE exempt?** There are currently no appointing authorities which are FTE exempt. However, volunteers can be used under certain circumstances and many educational grant programs exist which encourage individuals to work in particular career fields for specified periods of time to gain work experience.

**20. NON-CITIZEN:** **Can I hire a foreign national?** Installations may appoint when deemed by the Administrator to be necessary in the public interest, alien scientists having special qualifications in the fields of aeronautical and space research. [5 CFR 213.3148(a)] and [42 USC 2473(c)(10)]; and foreign nationals assigned under the Intergovernmental Personnel Act (IPA) Program. Generally, a person may be hired in the competitive service only if he or she is a citizen of the U.S. or owes permanent allegiance to the U.S. (5 CFR 338.101 and 5 CFR 316.601)

**21. STATUS QUO:** **Is Status Quo considered a direct hire authority?** No. The individuals are appointed to status quo positions initially and may be noncompetitively converted to competitive

appointments. So while no competitive procedure is required to hire these individuals into career/career-conditional appointments, the path to a competitive position does not follow the rules for direct hire authority.

**22. UNIFORM GUIDELINES:** Where can we find the Uniform Guidelines? *The Uniform Guidelines on Employee Selection Procedures* are in 29 CFR 1607.

**23. USDA:** How are U.S. Department of Agriculture (USDA) courses credited towards minimum educational requirements? USDA courses are credited if the U.S. Department of Agriculture specifically gives semester/quarter hour credit for the course work. Courses taken, which do not confer semester/quarter hour credit, enhance qualifications, but do not supplement minimum educational requirements.

**24. AUGMENTATION:** When can the augmentation procedure for rating and ranking be used? Agencies can use the augmentation procedure when filling vacancies through direct hire authority, merit promotion, or delegated examining.